



NORRIDGE POLICE DEPARTMENT



Employee Warning Notice

Name: Justin Lezon Star #: 18 Date: November 7, 2017

TYPE OF VIOLATION				
Attendance	Carelessness	Insubordination		Late Arrival/Early Quit
Failure to Follow Instructions	Rudeness Towards Citizens	Willful Damage to Equipment		Personal Business While on Duty
Unsatisfactory Work Performance	Violations of Policy/Procedure	X Motor Vehicle Crash	X	Missing a Court Date

Date of Violation: November 6, 2017 Time of Violation: 0900

DESCRIPTION OF VIOLATION:

Officer Lezon missed a misdemeanor court date. The court date was the result of a subpoena. Officer Lezon did not contact the department or the State's Attorney for an excused absence in violation of Administrative General Order A-25 Court Appearance.

OFFICER'S STATEMENT:

I agree with the above description I disagree with the above description

My reason is:

Officer's Signature

18
Star #

11/08/17
Date

ACTION TAKEN	DATE	SUPERVISOR NAME & STAR
X Verbal Warning	11/07/17	
Written Warning		
Disciplinary Write-up		

CONSEQUENCES IF VIOLATION OCCURS AGAIN:

Per Department policy, a second violation within the next 12 months of the date of this violation will result in a Written Warning.

I have read and understand this warning;

Officer's Signature / Star#

11/08/17
Date

Supervisor Issuing Warning:

Supervisor's Signature / Star #

Date